

*Superior Court of California
County of Santa Clara*

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David Yamasaki
Chief Executive Officer

FAMILY COURT SERVICES
Family Resources Division



PROCEDURE FOR SCHEDULING OF JCC OUT OF PRIVATE MEDIATION

New Procedure effective October 12, 2006

1. Private attorney, or self-represented party **must** fax a letter to the Clerk's office at 408-534-5790 requesting a JCC along with:
 - Verification for each party that they have completed mediation which has not resulted in an agreement and
 - Verification for each party that they have attended Parent Orientation.
2. Attorney or self-represented party is responsible for calling the court within 30 days of faxing the letter and verifications to set up the Judicial Custody Conference.
3. Those faxes that have not been followed by a phone call within 30 days will be discarded.

Attorneys or self-represented parties calling to inquire about the process should be advised that they are responsible for obtaining proof of completion of Parent Orientation from FCS as well as proof that mediation has been completed and did not result in an agreement. Calendar staff will only accept or act on requests to set JCC's that include these verifications of attendance for both parties. If the parties are self-represented, it is up to one of the parties to follow the above procedures.

The JCC referral form used for court-connected mediation does not apply to private mediations.